Reports Options

Overview

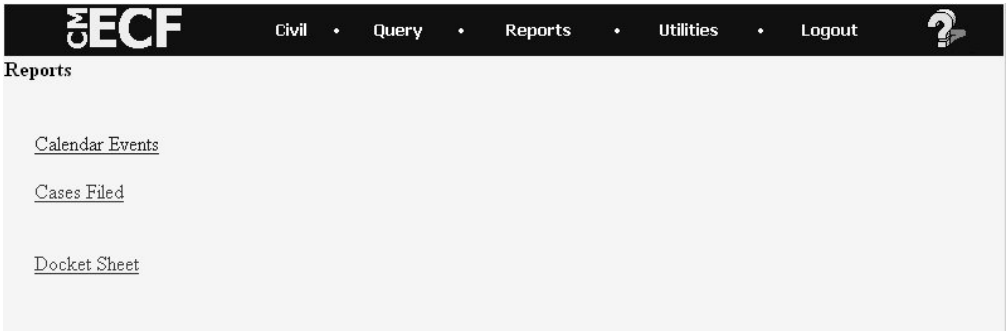
Description of Reports Options

The reports option of the CM/ECF System offers a series of reports. The following list identifies the types of reports available and a brief description of each.

Report	Description
Calendar Events	Print out reports by case number, calendar events, date and time.
Cases Filed	Print out reports by jurisdiction, category, case number, and dates filed, entered and closed.
Docket Sheet	Similar to the **Query: Docket Report** option. You can print out a report by filing date, enter date, date range, or document range.

Screen Illustration of the Reports Options

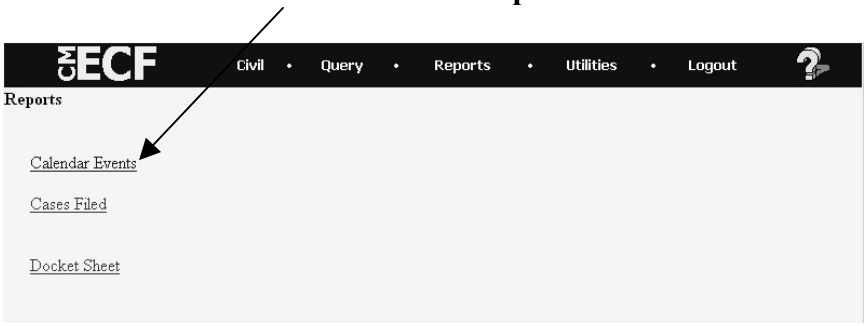
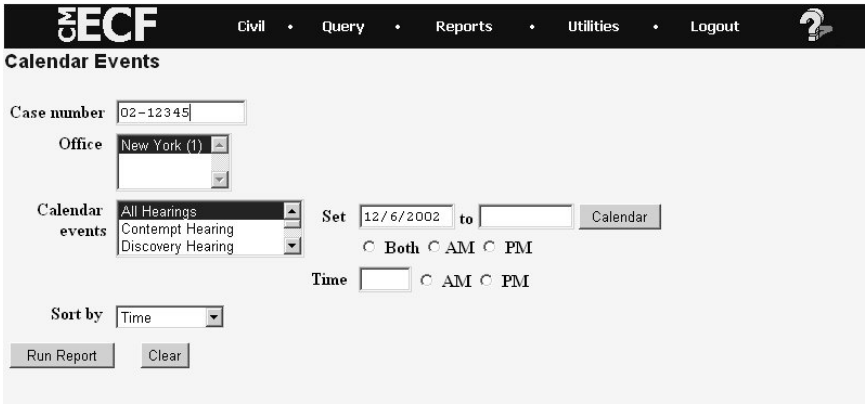
The following is a screen illustration of the various reports options available through the CM/ECF System.



Reports: Calendar Events

Calendar Events Report

To run a **calendar events** report, follow the steps outlined below.

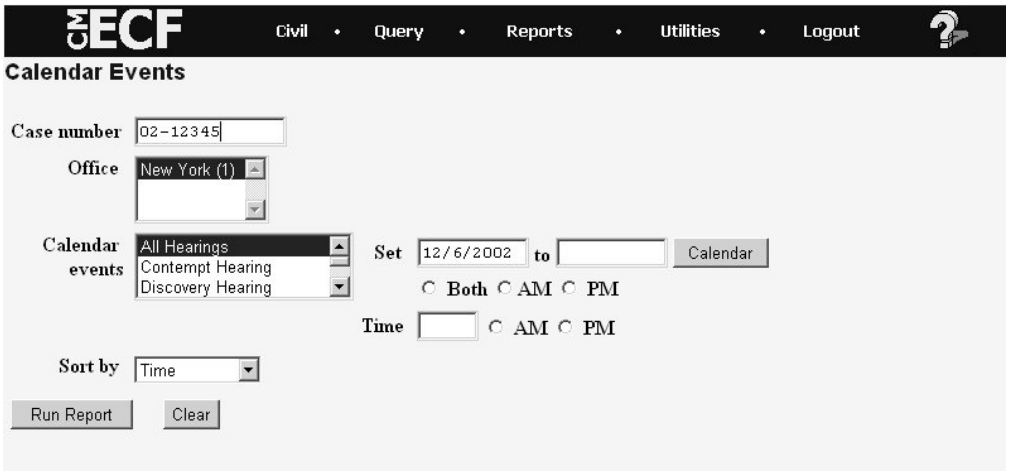
Step	Action
1	Click on **Reports** from the menu bar.
2	Click on **Calendar Events** from the **Reports** submenu. 
3	**Result**: The **Calendar Events** screen appears. 
4	Enter the case number (if desired and if it does not appear) in the following format: yy-xxxxx.
5	Accept the office default that reads **New York**.

Continued on next page

Reports: Calendar Events, Continued

Calendar Events Report

Continue with the steps outlined below to run a **calendar events** report.



Step	Action
6	Select the calendar events for which you want to run a report e.g., **All Hearings**, **All Appointments,** etc.). The following is a list of the calendar events for which you may run a report

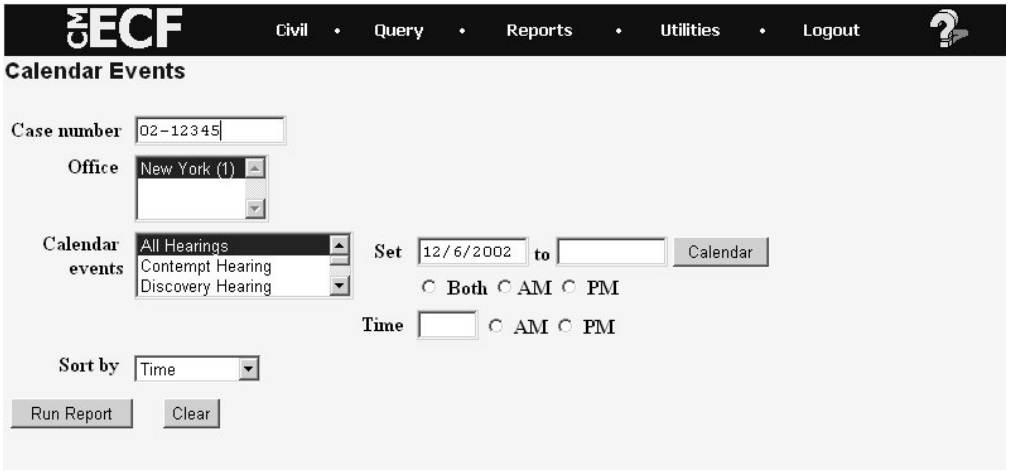
All Hearings	Pretrial Conference
Contempt Hearings	Motion Hearing
Discovery Hearings	Remand Hearing
Final Pretrial Conference	Scheduling Conference
In Camera Hearing	Settlement Conference
In Chambers Conference	Show Cause Hearing
Initial Conference	Status Conference
Jury Selected	Writ Hearing
Jury Trial	

Continued on next page

Reports: Calendar Events, Continued

Calendar Events Report

Continue with the steps outlined below to run a **calendar events** report.



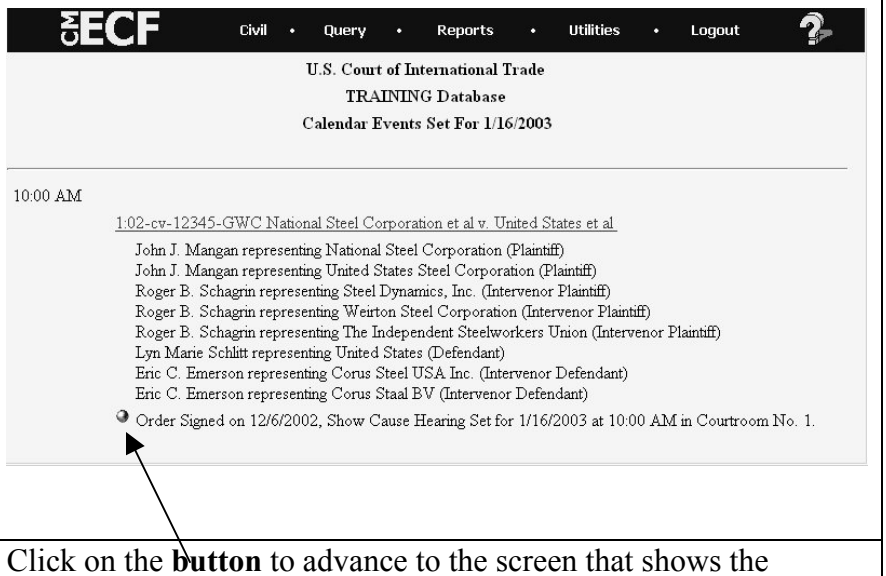
Step	Action
7	Go to the **Set** field and enter the date from **MM/DD/YYYY** to **MM/DD/YYYY** that you wish to run the report. **Note**: You must enter an end date for the report or the system will not accept it. Or, • Click on **Calendar** • Click on **Continue** at the warning dialog box • Select the month you are interested in by clicking on the drop down arrow and clicking on the month with your mouse • Enter the desired year (if different from that which appears on the screen) • Select the day of the month
8	Indicate the time you are interested in by clicking on: (a) Both, (b) AM, or (c) PM **(Optional).**
9	Type in the time, e.g., 10:00 that you desire (**Optional**).
10	Sort by **Time (Optional)**. **Note:** Ignore the option of **Office/Time** since there is only one office, i.e., **New York** for which you can run a report.
11	Click on **Run Report**.

Continued on next page

Reports: Calendar Events, Continued

Calendar Events Report

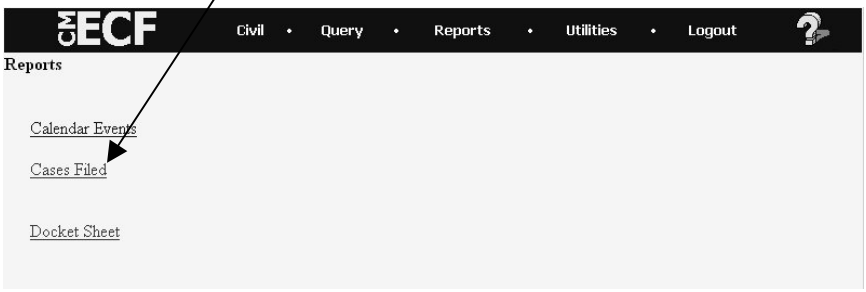
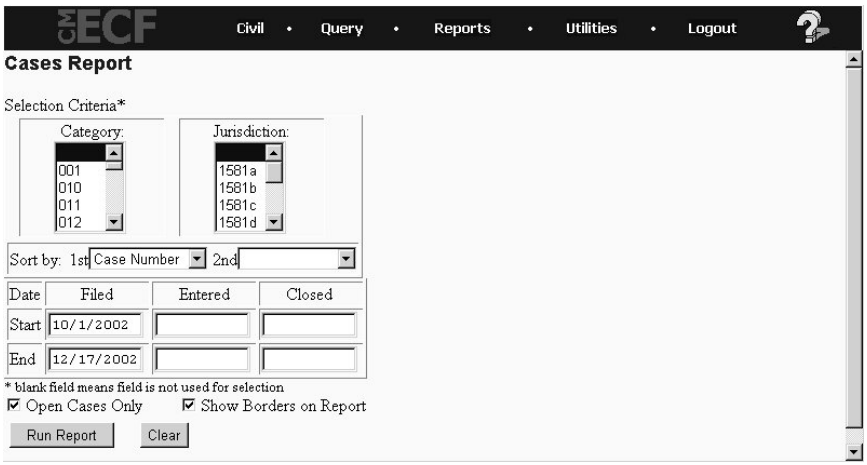
Continue with the steps outlined below to run a report for **calendar events**.

Step	Action
12	**Result**: The **Calendar Events** screen appears that shows you the list of calendar events scheduled for the day. 
13	Click on the **button** to advance to the screen that shows the Related Proceedings Report for the docket entry.
14	To exit out of this option, click on any other option: **Query**, **Report**, **Utilities**, or **Logout** from the menu bar.

Reports: Cases Filed

Cases Filed Report

To run a report on **cases filed**, follow the steps outlined below.

Step	Action
1	Click on **Reports** from the menu bar.
2	Click on **Cases Filed** from the **Reports** submenu. 
3	**Result**: The **Cases Report** screen appears. 
4	Select the **Category** of the cases (if appropriate) and the **Jurisdiction** of the case (1581(a), 1581(b), etc.). **See the following page for a list of the categories**. To select more than one item in the categories, select your first choice by left clicking on the item with your mouse and then press and hold down the **Ctrl** key to select additional options. Use the scroll bar to the right of the respective dialog boxes to scroll through the lists. (**Note:** If you do not select a category or jurisdiction, the report will provide information on all.)

Continued on next page

Reports: Cases Filed, Continued

Categories of Cases Filed

The following table lists the categories of cases filed. Other categories listed in the CM/ECF System are not used by the USCIT and therefore are not noted on this list.

Nature of Action	Category		Nature of Action	Category
Denied Protest 28 USC 1581 (a)			**Adjustment Assistance 28 USC 1581 (d)**	
• Appraisal	110		• Workers	410
• Classification	120		• Firms	420
• Charges or Exactions	130		• Communities	430
• Exclusion	140			
• Liquidation	150		**Rules of Origin 28 USC 1581 (e)**	510
• Drawback	160			
• Refusal to Reliquidate	170		**Confidential Information 28 USC 1581 (f)**	
• Rate of Duty	180		• DOC	610
• Redelivery	190		• ITC	620
Denied Petition 28 USC 1581 (b)			**Customhouse Broker's License 28 USC 1581 (g)**	710
• Appraisal	210			
• Classification	220		**Treasury Ruling 28 USC 1581 (h)**	810
• Rate of Duty	230			
			Residual 28 USC 1581 (i)	910
Countervailing or Antidumping 28 USC 1581 (c)				
Determinations under 19 USC 1516a (a) (1)			**United States Actions 28 USC 1582**	
• DOC	310		• Civil Penalties	010
• ITC	320		• Bonds	020
• DOC & ITC	325		• Duties	030
Determinations under 19 USC 1516a (a) (2)				
• DOC	330			
• ITC	340			
• DOC & ITC	345			

Continued on next page

Reports: Cases Filed, Continued

Cases Filed Report

Continue with the steps outlined below to run a report on **cases filed**.

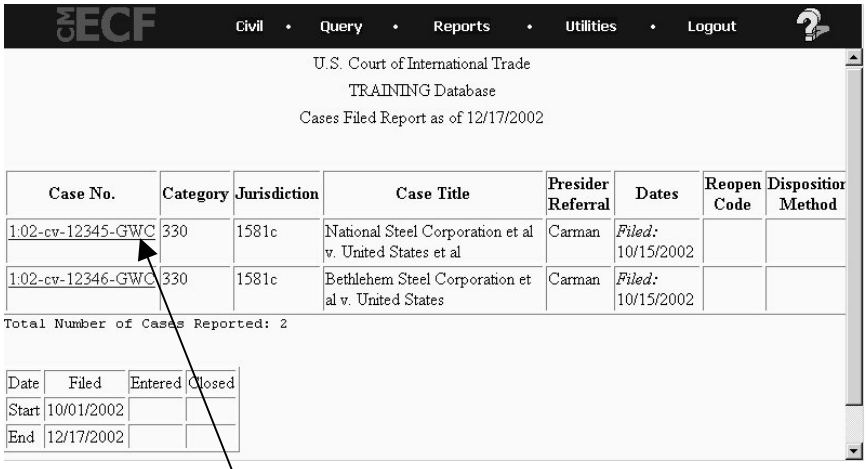
Step	Action
5	Ignore the field **Sort by**. The system default is **Case Number.**
6	Go to the **Date** field. The system default for cases filed is set for you. Enter a date in the following format: **MM/DD/YYYY** for **Entered** and/or **Closed** cases (depending upon the type of report you wish to run). (**Note**: If you wish to run a report on closed cases then be sure to uncheck the box **Open Cases Only**.)
7	Keep the default setting, **Show Borders on Report**.
8	Click on **Run Report**.

Continued on next page

Reports: Cases Filed, Continued

Cases Filed Report

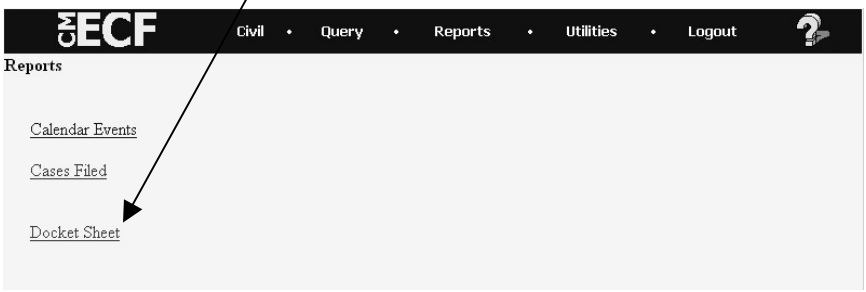
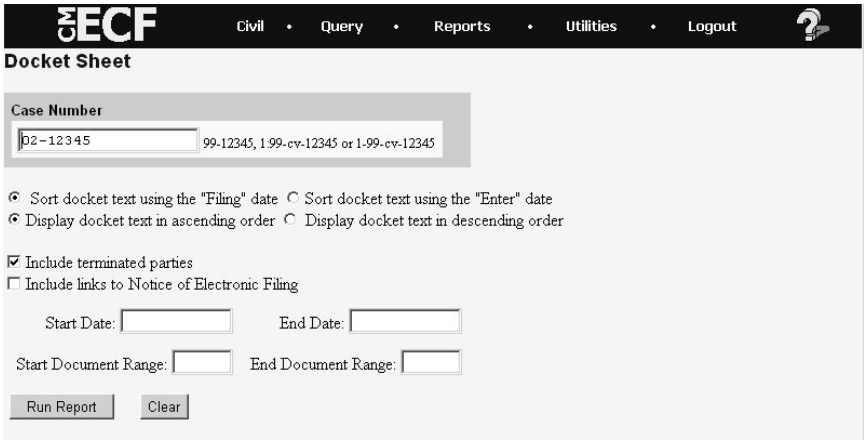
Continue with the steps outlined below to run a report on **cases filed**.

Step	Action
9	**Result:** A **Cases Filed Report** will show up on the screen. **Note**: When printing the report, change the paper orientation to landscape in order to print all the information. 
10	Click on the **Case No**. to advance to the Docket Sheet screen.
11	To exit out of this option, click on any other option: **Query, Report, Utilities, or Logout** from the menu bar.

Reports: Docket Sheet Report

Docket Sheet Report

To run a **docket sheet report**, follow the steps outlined below.

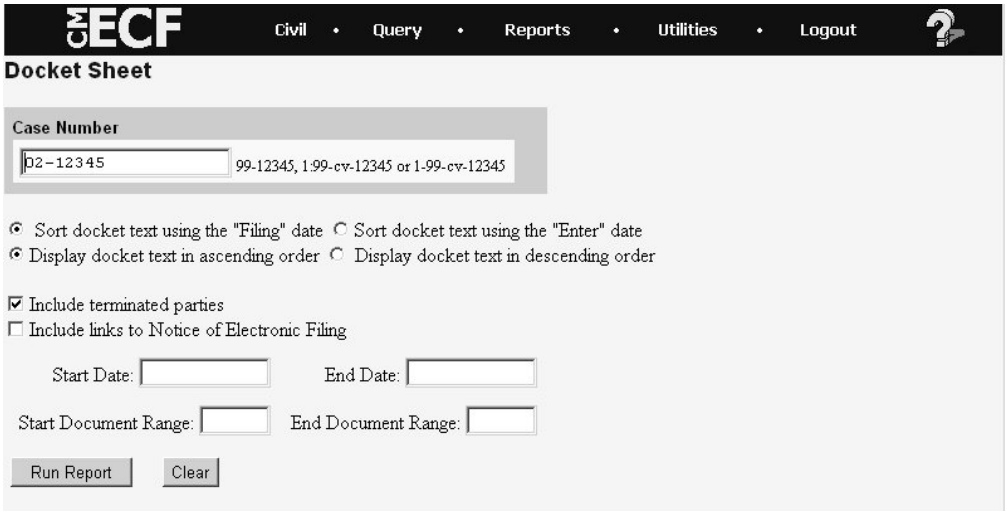
Step	Action
1	Click on **Reports** from the menu bar.
2	Click on **Docket Sheet** from the **Reports** submenu. 
3	**Result**: The **Docket Sheet** screen appears. 
4	Enter the case number (if it does not appear) in the following format: yy-xxxxx.
5	Select the preferred formats for the query: (a) **Filing** date (documents in the order in which they were filed) or **Enter** date (documents in the order in which they were entered into the system), and (b*)* **ascending** (earliest to most recent filing date) or **descending** (most recent to earliest filing data) order. **Note**: If the **Filing** and **Enter** dates are identical, then the system will not display the **Enter** date in the docket sheet.

Continued on next page

Reports: Docket Sheet Report, Continued

Docket Sheet Report

Continue with the steps outlined below to run a **docket sheet report**.



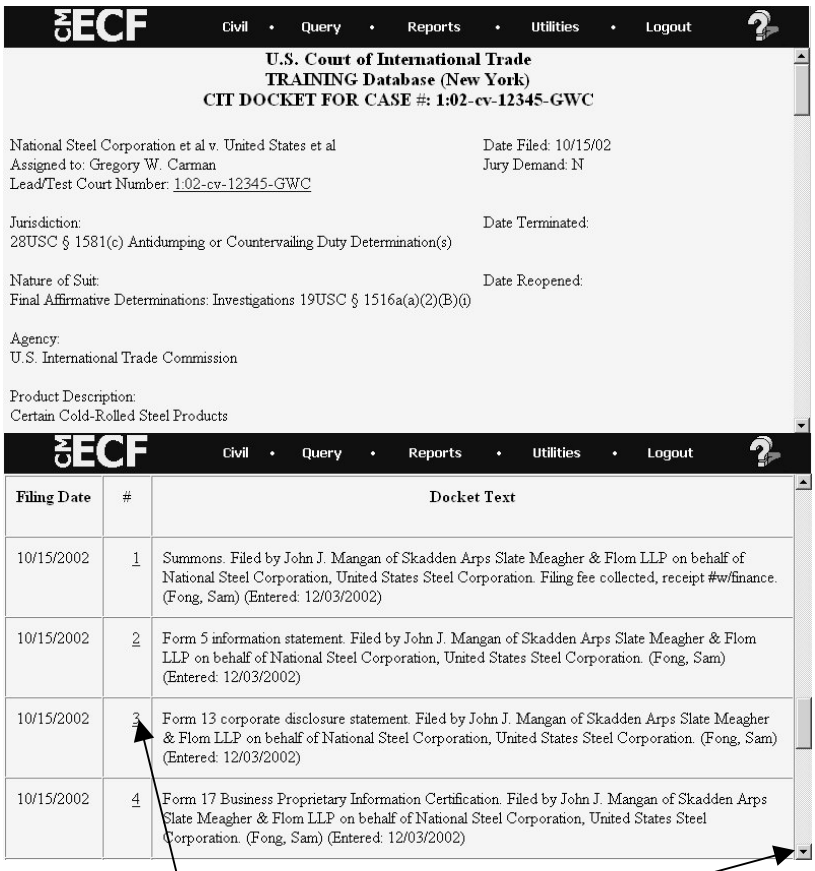
Step	Action
6	Enter a start date and ending date (if desired). Enter the date range in the following format: **MM/DD/YYYY.**
7	Click on **Run Report**.

Continued on next page

Reports: Docket Sheet Report, Continued

Docket Sheet Report

Continue with the steps outlined below to run a **docket sheet report**.

Step	Action
8	**Result**: The **Docket Sheet** screen appears. 
9	Click on the **Doc. No**. to advance to the PDF version of the scanned docket entry.
10	Click on the down arrow to scroll through the docket sheet.
11	To exit out of this option, click on any other option: **Query**, **Report**, **Utilities**, or **Logout** from the menu bar.

End of Reports Section

In this section, we looked at the reports options available in CM/ECF and the steps to run the various reports. In the next section, we will look at the utilities options available in CM/ECF.